



Smart Centre Supervisor

- **Vacancy for:** 1
- **Posted on:** Sept. 13, 2018
- **Deadline:** Oct. 3, 2018, 11:55 p.m.

Basic Job Information

Job Category : Commercial / Logistics / Supply Chain
Job Level : Mid Level
Employment Type : Full Time
Job Location : New Road, Kathmandu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 3 years

Other Specification

- Master degree or equivalent
 - 3-5 years of relevant experience
 - Excellent communication skills
 - Strong motivational skills
 - Planning and organizational skills
 - Ability to make decision when needed
 - Good language proficiency in English
 - Responsible for relationship building
-

Job Description

- Monitor and co-ordinate the activities of the department / Centre
- Taking ownership of customer's issues and providing correct & timely resolution of the same
- Schedules the task of the front office employee
- Ensure great customer service at all levels
- Motivate the employee to work in a team to achieve the organizational objectives
- Evaluate the job performance of front office employee and fills their appraisals
- Conduct training for new launched product and regular employee meeting and briefing
- Handling complaints of the customer
- Evaluate and obtain complete information to deal with service inquiry and product
- Organize workflow
- Provide regular feedback to concerned within the organization on regular intervals
- Managing & taking ownership of Centre for smooth functioning
- Fulfill all other duties based on business requirement

Applying Procedure:

Candidates fulfilling the criteria and interested in working with us can also send their updated CV/ Resume to hrd@smarttel.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/smart-centre-supervisor-2/>

Generated By